



OFFICE OF THE ATTORNEY GENERAL

MEMORANDUM

January 26, 2022

**KWAME RAOUL
ATTORNEY GENERAL**

TO: Michelle Casey, Executive Director
Executive Ethics Commission

FROM: Christina Huddleston, Deputy Chief of Staff
Office of the Illinois Attorney General

SUBJECT: 2021 Harassment and Discrimination Prevention Training Report

The Illinois Administrative Code, title 2, chapter VI, §1620.910, requires the Ultimate Jurisdictional Authority ("UJA") to report the following Harassment and Discrimination Prevention training related information to the Executive Ethics Commission ("EEC"):

- (1) Number of officers or employees of the Office of the Illinois Attorney General ("OAG") who completed initial Harassment and Discrimination Prevention training in 2021: 75. Every new employee is required to take initial Harassment and Discrimination Prevention training as part of their new hire orientation.
- (2) Number of officers or employees of the OAG who completed annual Harassment and Discrimination Prevention training in 2021: 841. Every employee who works in our office is required to take annual Harassment and Discrimination Prevention training. This year's training program was rolled out in December of 2021. Once an employee completes the computerized training program, software we use captures this data for verification purposes. Due to the ransomware attack at the OAG some employees completed the training in hardcopy and provided printed certification.
- (3) The following OAG employees were on leave of absence during the calendar year 2021 and therefore were unavailable and excused from Harassment and Discrimination Prevention training: Brittany Crane, Teddy Decker, Caityln McEllis, Mitchell Ness, Shannon O'Brien Ranck, Jennifer Powell, Peter Ravoori, Frances Sanchez, Marion Webb. These employees will be required to take the training upon their return to work.

The OAG previously provided copies of the materials used in the 2021 initial and annual Harassment and Discrimination Prevention trainings to the EEC. Please do not hesitate to advise me if you would like additional copies.

The 2022 Harassment and Discrimination Prevention training is not yet available. The OAG will forward the 2022 material to the EEC when it is available. New employees are currently taking the 2021 Harassment and Discrimination Prevention training when they start at the OAG.

cc: Diane Saltoun, Executive Inspector General for the OAG
Pamela Blackorby, Director, Human Resources Bureau